

6-3306

26 November 1954

MEMORANDUM FOR: (See Distribution Below)

SUBJECT: Additional Briefing Material for Clark Committee

1. In addition to the manuals already forwarded to the Clark Committee outlining the functions of the various offices visited, it is requested that the following information be furnished to me for transmittal to the Clark Committee following the attached format as closely as possible. (Tabs correspond to sub-paragraphs a, b, c, and d.)

a. A brief, uniform breakdown of each office, to include a description of the duties of every staff section, division, and branch thereof. As well as a functional description, the authority and justification for each office, Staff section, division and branch would be desirable.

b. A numerical notation, broken into professional and clerical figures, of the actual on-board count of personnel in each office, staff section, division and branch as of 31 October 1954.

c. A statement concerning the 1955 budget of each office and division, where applicable.

d. A listing of all publications, digests or manuals produced by each office, staff section, division or branch, to include frequency of publications, quantity and a brief description of the subject matter thereof.

e. A listing of all CIA publications and the distribution of each. (This will be furnished by OCD.)

2. All personnel figures should be checked with the Office of Personnel and all budget figures with the Comptroller's Office to insure conformity.

3. The above material should be submitted in an original and three carbon copies, and should be in my office (Room 2218, Quarters Eye) no later than 13 December 1954.

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GEORGE G. CAREY

Assistant Director for Operations

Addressees:

DCI (M)
IG (M)
DD/I (C)
DD/A (C)
AD/CD
AD/RR
AD/CI
AD/SI

AD/SE (C)

Dir/Training

AD/Per (C)

AD/Commo

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26 November 1954

MEMORANDUM OF INSTRUCTIONS

Subject: Personnel Figures for Clark Committee

1. With reference to paragraphs 1b and 2 of the covering memorandum, the Office of Personnel will forward directly to you a machine computation of the on-duty personnel strength of your Office as of 31 October 1954. These figures will be broken down by office, division and branch, and will list the number of personnel in each of the following categories:

- a. Professional (P)
- b. Clerical (C)
- c. Wage Board and Crafts, Protective and Custodial (WB and CPC)
- d. Military (Mil: Offs and EM)
- e. Staff Agents (SA)

2. In distinguishing between professional and clerical personnel, an arbitrary division by grade has been made, since the time factor precluded more exact differentiation by positions and job categories. All grades GS-7, and above, will therefore be shown as professional, and all grades GS-6, and below, as clerical.

3. These figures will be provided to Offices in the DD/I area by Friday, December 3, 1954. Other Agency components being surveyed by [REDACTED] will receive their personnel figures within the near future.

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